



PO Box 285 ◦ Corvallis, OR 97339  
PO Box 1984 ◦ Albany, OR 97321  
1-800-901-2904  
[www.jacksonstreet.org](http://www.jacksonstreet.org)

## **Position: Grants Coordinator**

**Purpose:** This half-time position is responsible for coordinating federal, state, local contract/grants application process, review and reporting to grantors as well as coordinating and updating reporting database. This person will also work with staff to develop and assist in maintaining partnerships with local and state agencies for contracts for service. The position will assist in researching and writing program proposals to private foundations.

### **Responsibilities**

- Track grant and contract opportunities, including requirements and deadlines
- Coordinate the grant/contract application process
- Assign and track items needed from fellow team members contributing to the grant/contract proposals, such as providing data, narratives, and budgets
- Acts as liaison with any outside grant-writing contractors
- Format and edit grants
- Ensure grants and contracts are submitted complete, accurate, and on time
- Track grants through Grant Hub
- Document and communicate reporting requirements to appropriate team members
- Facilitate completion of internal and external documents (contracts, MOU's, etc.) with grantors and contract partners
- Assist in resolving issues related to grants and contracts
- Maintain a comprehensive understanding of organizational programs and needs
- Acts as a positive spokesperson and advocate for the organization
- Perform other duties as assigned

### **Qualifications**

- Bachelor's degree or equivalent experience along with interest in developing professional skills as a grant writer

- Familiarity with database operation and demonstrated proficiency with Google Drive (Docs, Sheets) and Microsoft Office (Word, Excel, Access)
- Experience with social services, such as youth and family systems
- Cultural sensitivity and an ability to work with people from diverse cultural backgrounds, maintain confidentiality, engage in respectful and collaborative problem solving, and present with professional appearance appropriate to the position
- Excellent communication (written and verbal), analytical, and organizational skills (including managing multiple projects simultaneously)
- Strong analytical skills, detail-oriented, organized, and work effectively both independently and as a member of an integrated and collaborative team
- Ability to pass a criminal history check

**Pay & Benefits:** This position is half-time (20 hours/week) with starting pay of \$20.50/hour (\$21.00/hour after three-month training period). Benefits include paid time off and holiday pay; substantial employer contribution toward medical insurance; voluntary dental and vision plans; participation in the OregonSaves retirement plan, access to the Employee Assistance Program (EAP), and discounted personal wireless phone service for Verizon customers. Employees have access to extensive learning and development opportunities related to youth homelessness, along with job-specific opportunities to improve professional knowledge and skills.